FineLine

December 2002

A Division of Finance monthly communication service

We Are Analyzing Results of Payroll Parallel Tests

After completing two parallel tests of the new Payroll System, Finance is now evaluating the differences between net pay for pay periods 20 and 21 in the current system with net pay for those same two periods in the new system.

We will be sending spreadsheets to each agency identifying employees whose pay is not the same in both systems. We will ask agencies to review the entries for those employees where there is a discrepancy to determine whether the differences were caused by entry errors or by system errors.

Agency Involvement

We want to remind agencies that the more involved you are now in reviewing results of the parallel tests and comparing them to the results in the current system, the better off you will be when the new system "goes live." You should use the Time Summary Report and the Payroll Statement (Remuneration Statement) to compare the results of the two systems. If you find discrepancies, call the Payroll Help Desk at 801-538-3127. Documentation for using these two reports is available in the Payroll User Manual on the Division of Finance Web site: (www.finance.utah.gov/payroll/newsystem.htm).

In addition to evaluating the results of the two parallel tests, we are now working on: interfacing with other systems; calculating converted sick leave; streamlining security roles; enhancing existing reports; and creating new reports.

New Reports

We recently added two new reports to help you review evaluated time:

➔ **Time Summary Report** – provides a summary of all the time to be processed by payroll; and

➔ **Time Edit Report** – lists entries that may require corrective action.

We are currently developing a Leave Balances Report and a Payroll Edit Report. We will notify you when these new reports are available.

Thanks

Thanks to all of you for your efforts and your continued support as we all work together to produce the first paychecks in the new Payroll System early next year. ❖

Payroll System Will Change Some Accounting Processes

When the new Payroll System is implemented, some of the accounting processes we have used in the past will change. Here are descriptions of some of those changes:

Default Coding

The default FINET coding in an employees' payroll record will be maintained in the Payroll System rather than in the HRE Personnel System. The employees' fund, agency, low org, and appropriation unit will be entered in the HRE System when an employee is hired or transferred. These FINET codes will serve as the employees' default charging in the Payroll System.

Some of our accounting processes will change in the new Payroll System.

However, agencies can add the rest of the FINET codes and can change the appropriation unit and org directly in the Payroll System. Agency personnel who fill any payroll access role except *Payroll Monitor* will be allowed to maintain their employees' default FINET coding. All roles except *Time Entry Approval* will also have access to a report listing all new hires and inbound transfers for selected agency orgs and date ranges.

It will be the responsibility of each agency to maintain FINET default coding in the Payroll System.

Leave Codes

Default FINET coding for leave usage cannot be accommodated in the new system. If an agency currently uses a FINET default for leave costs that is different than the default used for other payroll charges, the agency will need to adopt a new process. For example, the FINET codes for leave used could be entered directly in the Time Entry Screen along with the hours of leave used. (This entry can be done efficiently using the *Copy* feature that allows you to copy FINET codes on the Time Entry Screen.) Please note that holiday hours will always be charged to the employee's default charging.

Overtime

System-generated overtime will be charged to wherever the employee was charging his time when he began working overtime. For example, if an employee works ten hours a day Monday through Thursday, every hour worked Friday will be charged as overtime to whatever he charged his time to on Friday. (The example is for a normal 40 hour base FLSA non-exempt employee.)

This functionality will also apply to employees working in more than one position in the State (*Dual employees*). Continuing the example above: If the employee worked Monday through Friday, eight hours in his primary position and two hours a day in his second position, Friday's overtime would be charged as eight hours to the primary position and two hours to the secondary position.

Data Warehouse

When the new Payroll System is implemented, the Labor Distribution file in the Data Warehouse will contain more detail cost data. Benefit costs that are now summarized by object code will include individual entries. For example: medical, dental, and life insurance costs will have individual entries rather than being all summed together.

In addition, our Data Warehouse group will publish the new four-digit Wage Type codes that replace the two-digit Deduction and Other Earnings codes (DOE) to designate payroll earnings and benefits. A list of DOE/Wage Type conversions is currently available in the *Payroll Resources* folder of the Payroll User Manual on the Finance Web site (www.finance.utah.gov/payroll/newsystem.htm). ✤

Frequently Asked Question from FINET Help Desk

Q I noticed that a CR document someone else had filled out did not have the RE **line** reference number, and the accounting information had been left blank. Will it close the RE properly? What INs are referenced instead? I have always filled in this information. Do I need to?

A If you are entering CRs that reference either REs or INs and they are for the full amount of the RE or IN, you are free to leave the reference **line** number and the accounting coding blank.

If you enter a CR for the amount matching the RE or IN, you can enter just the referencing RE or IN document number without the **line** number or the accounting information. FINET will infer the rest from the tables. You may also do this if the CR is for more money than the RE or IN.

However, if the CR is for less money you will need to fill in the **line** numbers and the accounting information, since part of the RE or IN will remain open until further action is taken. If one line in underpaid, you need to reference not only that line number but every line number as well. Once one line is used, all lines are required. ✤

Happy Holidays

from the staff of
the Division of Finance

December Calendar

FINET Schedule

Dec. 6	FINET **open**; November monthend
Dec. 25	FINET **closed**; Christmas holiday
Jan. 1	FINET **closed**; New Year's holiday
Jan. 3	FINET **open**; December monthend

Payroll Training

We are not offering Payroll classroom training during December. Training on the new Payroll System is available on our Web site.

Data Warehouse Training

Dec. 9	Data Warehouse – Payroll; 10:00 – 11:30 a.m.
Dec. 9	Data Warehouse – Payroll; 1:30 – 3:00 p.m.
Dec. 10	Data Warehouse – FINET; 10:00 – 11:30 a.m.
Dec. 10	Data Warehouse – FINET; 1:30 – 3:00 p.m.

FINET Classroom Training

We are not offering FINET classroom training during December. To add your name to the waiting list for Disbursing Lab or Purchasing Lab, call 801-538-3082.

FINET Internet Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

Internet Courses:	System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.
CD-ROM Courses:	On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact your agency budget and accounting officers to obtain access to the CD-ROM courses).
FINET Help Desk:	Call 801-538-9690 to resolve immediate questions.

Reservations

To reserve your spot in one of the classes offered this month, call 801-538-3082. If you make reservations and cannot attend, please notify us as soon as possible.

To take any course not offered this month, call 801-538-3082 to add your name to our waiting list. We will notify you when the course is scheduled.

*Persons with disabilities requiring accommodation should call 801-538-3082
a week before the class to request reasonable accommodation.*

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm